National Qualifications 2025

X801/75/11 Administration and IT

WEDNESDAY, 30 APRIL

10:00 AM – 12:00 NOON

Total marks — 50

Attempt ALL questions.

Before leaving the examination room, place your cover sheet and printouts inside the clear envelope provided.

Hand this envelope to the Invigilator; if you do not, you may lose all the marks for this paper.

©

X801751 1

Information and instructions for candidates

The electronic files listed below are provided for you to use during this examination:

- **Employees** — a database file containing 2 tables (Employee Details and Job Details)
- **Fruit Picking** — a spreadsheet file containing 2 worksheets (March Summary and Quotation)
- **Sunny Acres Logo** — a png file
- **Sunny Acres** — a word-processing file

You must:

- complete each question in order
- action and delete all comments/notes within files
- display your name and question number on each printout
- print each spreadsheet or database on one page

Use this table to make sure you have all the printouts required.

Question	Sunny Acres printouts	Marks available	Completed (✓)
1 (a)	Database table	**5**	
1 (b)	Database report	**7**	
1 (c)	Database form	**4**	
1 (d)	Database address labels	**3**	
2 (a)	Spreadsheet — March Summary • value view • formula view	**8**	
2 (b)	Spreadsheet — Chart	**4**	
2 (c)	Spreadsheet — Quotation • value view • formula view	**11**	
3	Word-processing document — Sunny Acres	**8**	

[Turn over

MARKS

Attempt ALL questions

You are the Admin Assistant at Sunny Acres Fruit Farm, a family-run, organic fruit farm in Crail. The farm sells their fruit through a 'Pick Your Own Fruit' service in their farm shop and to local shops.

The farm manager is Andrew Thompson.

The farm slogan is:

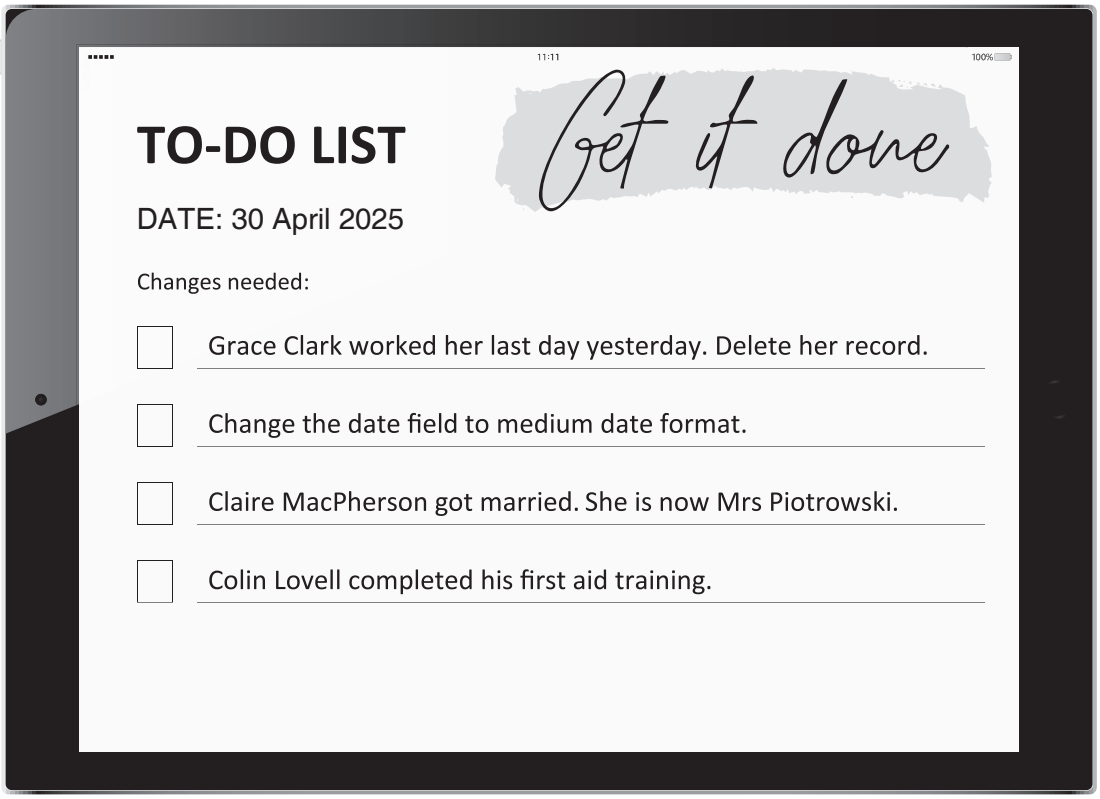
Farming for a Fruitful Future

Complete the following questions.

1. (a) The database file **Employees** contains details of all staff employed by the farm. **5**

Using the information below, update the **Employee Details** table.

Print the Employee Details table showing only Employee Name, First Aid Training and Start Date. Sort into ascending order of Start Date.



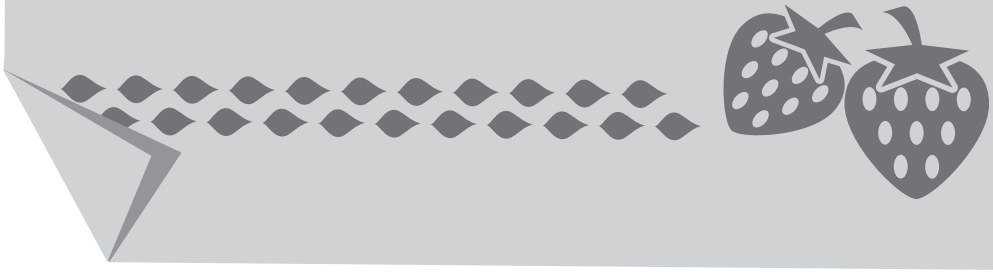
MARKS

1. (continued)

(b) Andrew has left you the note shown below. Using this information, create and print a database report. **7**

I need a meeting for all the fruit pickers with a seasonal contract. Search the database for these employees. Show only employee number, name and contact number in that order. Sort into alphabetical order of employee surname and first name.

Insert a suitable heading – our logo should appear at the top right-hand side.



[Turn over

MARKS

1. (continued)

(c) A new employee has been hired. Create a form using **all** fields and update the database with the details below. Add the farm slogan to the form footer. **4**

Print a copy of Rodger's form.

APPLICATION FORM	
Position	
Job Ref	**4DS**
Job Title	**Dispatch Supervisor**
Applicant Details	
Name	**Mr Rodger Erikson**
Address	**5 Milton Road** **Pittenweem** **KY10 2LN**
Phone	**07712892946**

HIRED

START DATE:
30 APRIL 2025
EMPLOYEE NO 48

Farm Safety
Training Completed

(d) Copies of signed Employment Contracts are now ready to be posted. Prepare address labels for employees hired after 14 April 2025. Insert the text PRIVATE AND CONFIDENTIAL at the bottom of every label. **3**

Print one page only.

MARKS

2. (a) The March 'Pick Your Own Fruit' Summary shows how much fruit has been picked and bought. Open the spreadsheet file **Fruit Picking** and complete the worksheet **March Summary** following all instructions and using the information below. **8**

- Print a copy of the March Summary worksheet in value view. This should be landscape with gridlines only.
- Print a copy of the March Summary worksheet in formula view. This should be landscape with gridlines and row and column headings.

- ♦ Blackcurrants have not grown as well this year, so we have made the decision not to sell these as 'Pick Your Own' — delete this row.
- ♦ We now have the figures for week 4. Enter the information below in an appropriate place:

  Strawberries — 75 kg

  Blueberries — 19 kg

  Gooseberries — 8 kg

  Raspberries — 44 kg

(b) Create a pie chart to show the total kg of each fruit picked in March. Include the type of fruit as a data label on the outside end of each segment. Insert an appropriate heading. **4**

Print the chart on a separate sheet.

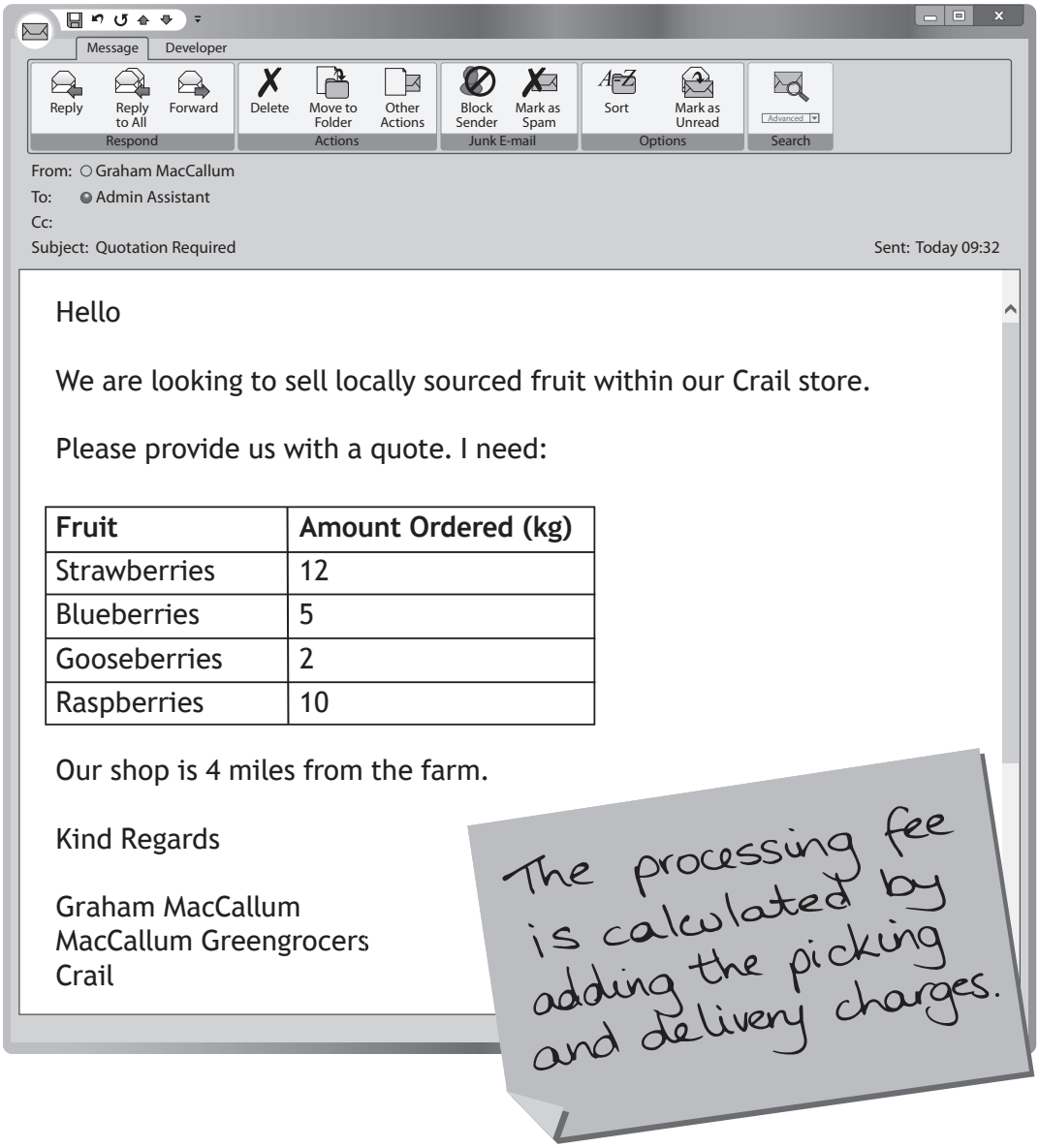
[Turn over

MARKS

2. (continued)

(c) MacCallum Greengrocers in Crail have asked us to provide a quotation. Open the worksheet **Quotation** and complete it using the information below and following all instructions. **11**

- Print a copy of the Quotation worksheet in value view. This should be portrait with gridlines only.
- Print a copy of the Quotation worksheet in formula view. This should be landscape with gridlines and row and column headings.



MARKS

3. Open the file **Sunny Acres** and use the information below to complete it. Print a copy of the document. **8**

Feature	Use
1.	
2.	

Outline a use of **any 2** of the following database features:

- Query
- Sort
- Form

1.	
2.	
3.	

Describe 3 ways an organisation can keep electronic information secure.

1.	
2.	
3.	

Explain 3 organisational responsibilities for health and safety.

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